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30 MAR 1955

TO: Office of the Deputy Director (Support)

FROM:

SUBJECT: DD/S Mail Control

1. PROBLEM:

The Office of the Director including the Executive Registry is scheduled to move to South Building approximately the first of April and the office of the DD/S will remain in the Administration Building. The problem is to determine whether a separate Registry should be established for the handling of the DD/S mail.

2. FACTS BEARING ON THE PROBLEM:

- a. The volume of mail handled by the Executive Registry was approximately the same for 1953 and 1954, but increased by 20.2% for the first 2½ months of 1955. (See Annex No. 1.)
- b. The DD/S mail equaled approximately one-fifth of the work load handled by the five Executive Registry clerks in 1954.
- c. Distribution of mail from the Executive Registry located in South Building to the DD/S offices in the Administration Building would require six scheduled round trips daily (timed to meet deliveries by the Agency courier truck) totalling approximately two hours.
- d. Mail between South Building and the Administration Building cannot be carried by the messenger presently stationed in South Building because of job classification and security requirements.
- e. The establishment of a separate Registry for the DD/S would eliminate the following duplicate handling:
  - (1) DD/S offices calling the Executive Registry for the assignment of control numbers for incoming hand carried correspondence and DD/S initiated correspondence.
  - (2) The logging of Top Secret material by the DD/S offices and the Executive Registry.

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- f. Continued servicing of DD/S mail by the Executive Registry will result in some delay in receiving and dispatching correspondence because of the additional routing and courier trip required.

3. **DISCUSSION:**

It appears that the best mail service could be furnished the DD/S offices by the establishment of a separate Registry which will eliminate the delays resulting from routing all mail through the Executive Registry located in another building. The main objections to the establishment of the second Registry is the possible additional staff necessary to operate.

A review of the work load in the Executive Registry indicates that approximately one-fifth of the 1954 volume represents DD/S mail. Since in addition to the supervisor there are five clerks handling the mail in the Executive Registry, it would appear that one of these could be transferred to the office of the DD/S without disrupting the work routine or appreciably adding to the work load of the remaining clerks. However, the work load was 20% higher for the first 2 1/2 months in 1955 and will probably continue so that an additional clerk should be assigned.

The continued servicing of the DD/S offices from the Executive Registry would require six scheduled courier trips totalling approximately two hours per day in order to give the same service furnished other offices of the Agency. This additional time could not be absorbed by the two couriers now assigned to the Executive Registry and the present job requirements prohibit the messenger stationed in South Building from carrying classified material between the buildings. The South Building messenger could be replaced by a courier who could handle the additional deliveries to DD/S offices. However, if separate Registries are established, Executive Registry couriers would have more time because mail for the DD/S would be delivered directly by the regular courier service.

4. **CONCLUSIONS:**

Mail for the DD/S can be most efficiently and economically handled by the establishment of a separate Registry. No additional slots for clerks or couriers need be assigned because of the establishment of the two Registries. However, the increased Executive Registry work load does justify an additional position which could best be utilized by assignment to the DD/S for Registry work.

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**5. ACTION RECOMMENDED:**

- a. Establish a separate Registry for the DE/S.
- b. Establish one slot on the DE/S T/O for registry work.
- c. Change the classification of the messenger position in South Building to a courier position and transfer the slot to the Executive Registry T/O. (Informally agreed to by [redacted] of the Logistics Office.) This courier to make South Building intra office pick ups and deliveries (including CNS) as well as such special trips as are required.
- d. For special courier runs the DE/S Office should continue to use the couriers assigned to the Executive Registry, and the operating offices of the DE/S.
- e. Set up mail control procedures for the DE/S Registry as outlined in Annex No. 2.

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[redacted]  
Chief, Records Management Division

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**ANNEXES:**

- No. 1 Executive Registry Statistics
- No. 2 DE/S Registry Control Procedure

**ACTION BY APPROVED AUTHORITY:**

**APPROVED:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

MS/RMD/RSE/TLS:ghk (30 March 1955)

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### EXECUTIVE REGISTER STATISTICS

#### A. Mail

1. The volume of Executive Register correspondence control numbers assigned yearly is as follows:
  - a. 1952 = 11,344
  - b. 1953 = 14,631
  - c. 1954 = 14,210
  - d. Jan. 1, 1955 to Mar. 18 = 3621; projected Dec. 55 = 17,100
2. The volume of ER numbers required for DD/S in 1954 was 2770 or 19.5% of the total assignments.
3. An estimated 10-20 phone calls per week are made from the DD/S Office to the Executive Registry requesting ER numbers for initiated correspondence or hand-carried correspondence that should be controlled.

#### B. Cables

1. Approximately 6 cables a week are received for the DD/S Office and are logged by Executive Registry. (Cables sent to the DD/S for signature, concurrence or other action.)
2. Information copies of cables are received directly in the DD/S Office and are logged there. Approximately 30 a week are received.

#### C. TS Material

1. Approximately 10 pieces of TS material are received by the ER each week for the DD/S Office.
2. TS material is logged by Executive Registry and the DD/S Office.

#### D. Courier Trips

1. Executive Registry couriers make approximately 6 mail trips daily to the DD/S Office.

Annex No. 1

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2. Special hand carry requests by Executive Registry couriers:

- a. March 7 thru 11 - 85 (21 were for DD/S Office)
- b. March 14 thru 18 - 85 (Record of 3 days only-8 were for DD/S Office)
- c. March 21 thru 25 - 49 (4 were for DD/S Office)

E. Executive Registry staffing and number of employees it services.

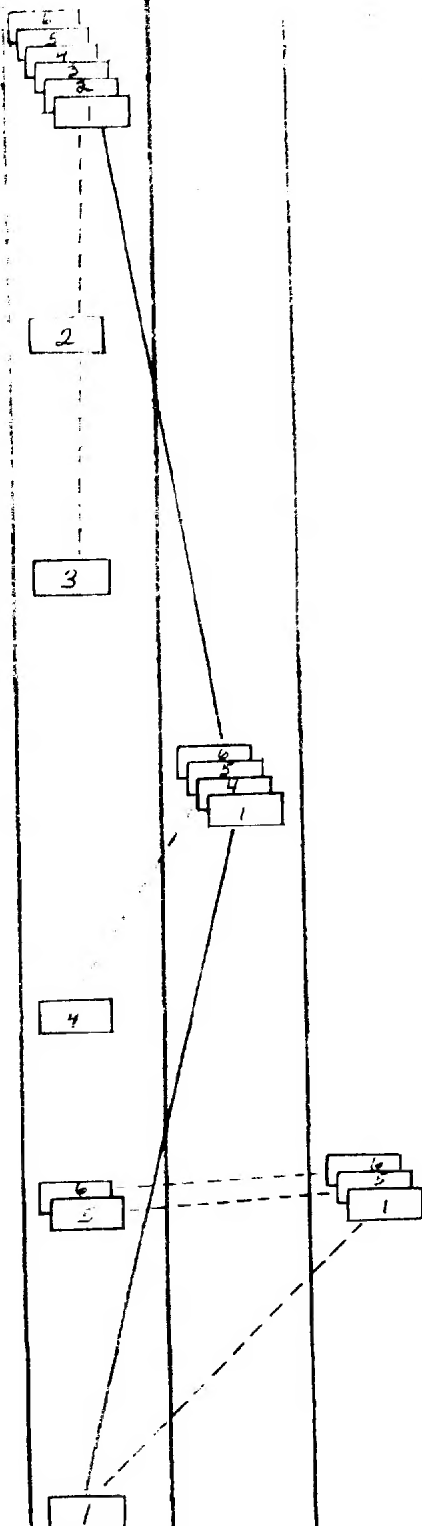
- 1. 1952 - ER Staff - [redacted]
- 2. 1955 - ER Staff - [redacted]  
(Of the [redacted] attached  
to the DD/S Office)

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DD/S REGISTRY	1st REFERRAL	FURTHER REFERRAL
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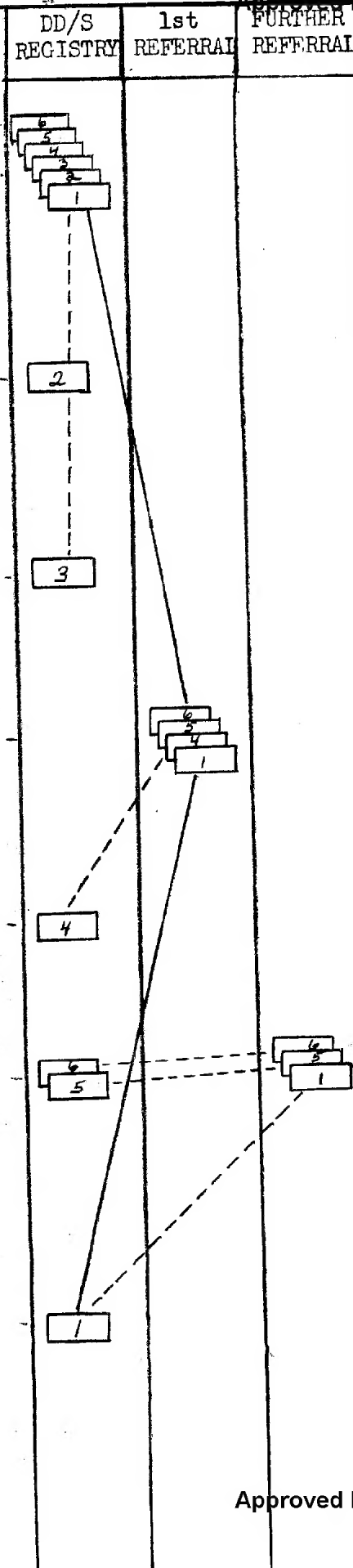


- A. Prepare Form 35-1, a six-part snap out form.
- B. LOCATOR FOR CORRESPONDENCE IN PROCESS---File copy #2 alphabetically by source. This file serves as a finding media for all incoming communications in process and is destroyed when action is completed.
- C. IN AND OUT LOG---File copy #3 by date in the "incomplete" file. When action has been completed, withdraw this copy and refile in the "completed" file.
- D. Attach copies 1, 4, 5, and 6 to the communication and forward to Staff Member.
- E. When it is necessary to refer the communication to a second Staff Member, note the referral on Form 35-1. Detach copy #4 and forward to the DD/S Registry where it is destroyed after the information relative to the referral is transcribed to copy #2.
- F. In case of a second and third referrals detach copies 5 and 6 and forward in same manner as copy #4.
- G. SOURCE INDEX TO FILED CORRESPONDENCE---Receive copy #1 with correspondence when all necessary action has been taken. Classify the record copy of the correspondence by subject and file. Dispatch the reply. Place the file subject classification in the "Cross Reference" block on copy #1 and file it alphabetically by source to serve as a finding media for all correspondence filed in the subject file.

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# DD/S REGISTRY CONTROL PROCEDURE

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- A. Prepare Form 35-1, a six-part snap out form.
- B. LOCATOR FOR CORRESPONDENCE IN PROCESS---File copy #2 alphabetically by source. This file serves as a finding media for all incoming communications in process and is destroyed when action is completed.
- C. IN AND OUT LOG---File copy #3 by date in the "incomplete" file. When action has been completed, withdraw this copy and refile in the "completed" file.
- D. Attach copies 1, 4, 5, and 6 to the communication and forward to Staff Member.
- E. When it is necessary to refer the communication to a second Staff Member, note the referral on Form 35-1. Detach copy #4 and forward to the DD/S Registry where it is destroyed after the information relative to the referral is transcribed to copy #2.
- F. In case of a second and third referrals detach copies 5 and 6 and forward in same manner as copy #4.
- G. SOURCE INDEX TO FILED CORRESPONDENCE---Receive copy #1 with correspondence when all necessary action has been taken. Classify the record copy of the correspondence by subject and file. Dispatch the reply. Place the file subject classification in the "Cross Reference" block on copy #1 and file it alphabetically by source to serve as a finding media for all correspondence filed in the subject file.